

CENTER FOR HEALTH INFORMATION AND ANALYSIS

CHIA SUBMISSIONS USER GUIDE:
Payer Reporting of Relative Prices

August 2021



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1. Template Structure

- Upon opening the Excel RP submission template, the Table of Contents will be the shown on the “Contents” tab. This includes an overview of the tabs as well as a color key.
- When using the template, start on the “Front Page” tab located to the right of the “Contents” tab.

The screenshot shows the Excel RP submission template with the 'Contents' tab active. The 'Front Page' tab is highlighted with a red circle and a red arrow pointing to it. The 'Contents' tab contains various tables and sections for data entry and review.

Table A.1: File Overview

Field	Value
Payer OrgID	0
Payer Name	Select Page
Risk Tool and Version	
Submission Year	
Cost Year	

Table A.2: Data Review Certifications

Data Tab	Acknowledgement
I acknowledge I have reviewed the Hos Inpatient Data Tab	
I acknowledge I have reviewed the Hos Outpatient Data Tab	
I acknowledge I have reviewed the Hos Inpatient Review Tab	
I acknowledge I have reviewed the OP Payments Review Tab	
I acknowledge I have reviewed the OP Multisite Review Tab	
I acknowledge I have reviewed the OP Service Review Tab	
OP Comments	
Additional Comments	

Table A.4: In-Network Providers (Inpatient)

Insurance Category	Product Type	Total Claims Payments	Total Non-Claims Payments	Number of Hospitals	Hospitals		Percent of Payments	
					In Network	Out of Network	In Network	Out of Network

The 'Contents' tab also includes sections for 'Inpatient Data Review', 'Outpatient Data Review', and 'BROWSE USER CHECKS'. The 'Front Page' tab is the first tab to the right of 'Contents'.

The Front Page tab will look like this:

The screenshot shows the 'Front Page' tab of an Excel spreadsheet. The title bar indicates the file is 'Payer Reporting of Relative Prices: A. File Overview and Payer Verification'. The ribbon includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Power Pivot', and a search bar. The main content area contains several sections:

- Contact Information:** Fields for 'Contact Name' and 'Contact Email'.
- Submission Button:** A button labeled 'Save & Name Submission'.
- Data Review Buttons:** 'Inpatient Data Review' and 'Outpatient Data Review'.
- Table A.1: File Overview:** Fields for 'Payer OrgID', 'Payer Name', 'Host Tool and Version', 'Submission Year', and 'Data Year'.
- Table A.2: Data Checks:** A list of checkboxes for various data review items, including 'Hos Inpatient Data Tab', 'Hos Outpatient Data Tab', 'IP Payments Review', and 'OP Service Review'.
- Table A.3: Data Reviews Certifications:** A list of checkboxes for various review items, including 'I acknowledge I have reviewed the Hos Inpatient Data Tab', 'I acknowledge I have reviewed the Hos Outpatient Data Tab', 'I acknowledge I have reviewed the Hos Inpatient Review Tab', 'I acknowledge I have reviewed the OP Payments Review Tab', 'I acknowledge I have reviewed the OP Multiple Review Tab', and 'I acknowledge I have reviewed the OP Service Review Tab'.

The bottom of the spreadsheet shows a navigation bar with tabs: 'Contents', 'Front Page', 'HOS Inpatient Data', 'HOS Outpatient Data', 'Hospital List', 'Reference Tables', 'Hos IP Review', and 'HOS IP Paymen'.

The screenshot shows the bottom section of the 'Front Page' tab. It contains two tables, 'Table A.4: In-Network Providers (Inpatient)' and 'Table A.5: In-Network Providers (Outpatient)'. Both tables have the following columns:

- Insurance Category
- Product Type
- Total Claims Payments
- Total Non-Claims Payments
- Number of Hospitals
- Hospitals: In Network, Out of Network
- Percent of Payments: In Network, Out of Network

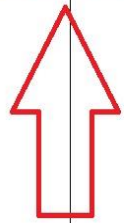
The bottom of the spreadsheet shows a navigation bar with tabs: 'Contents', 'Front Page', 'HOS Inpatient Data', 'HOS Outpatient Data', 'Hospital List', 'Reference Tables', 'Hos IP Review', 'HOS IP Payments Review', and 'HOS OP Payments Review'.

*Each cell highlighted in yellow indicates user attention is needed

- Users must fill out their first and last name in the **Contact Name** cell and their contact email address in the **Contact Email** cell.
- Users must complete Table A.1:

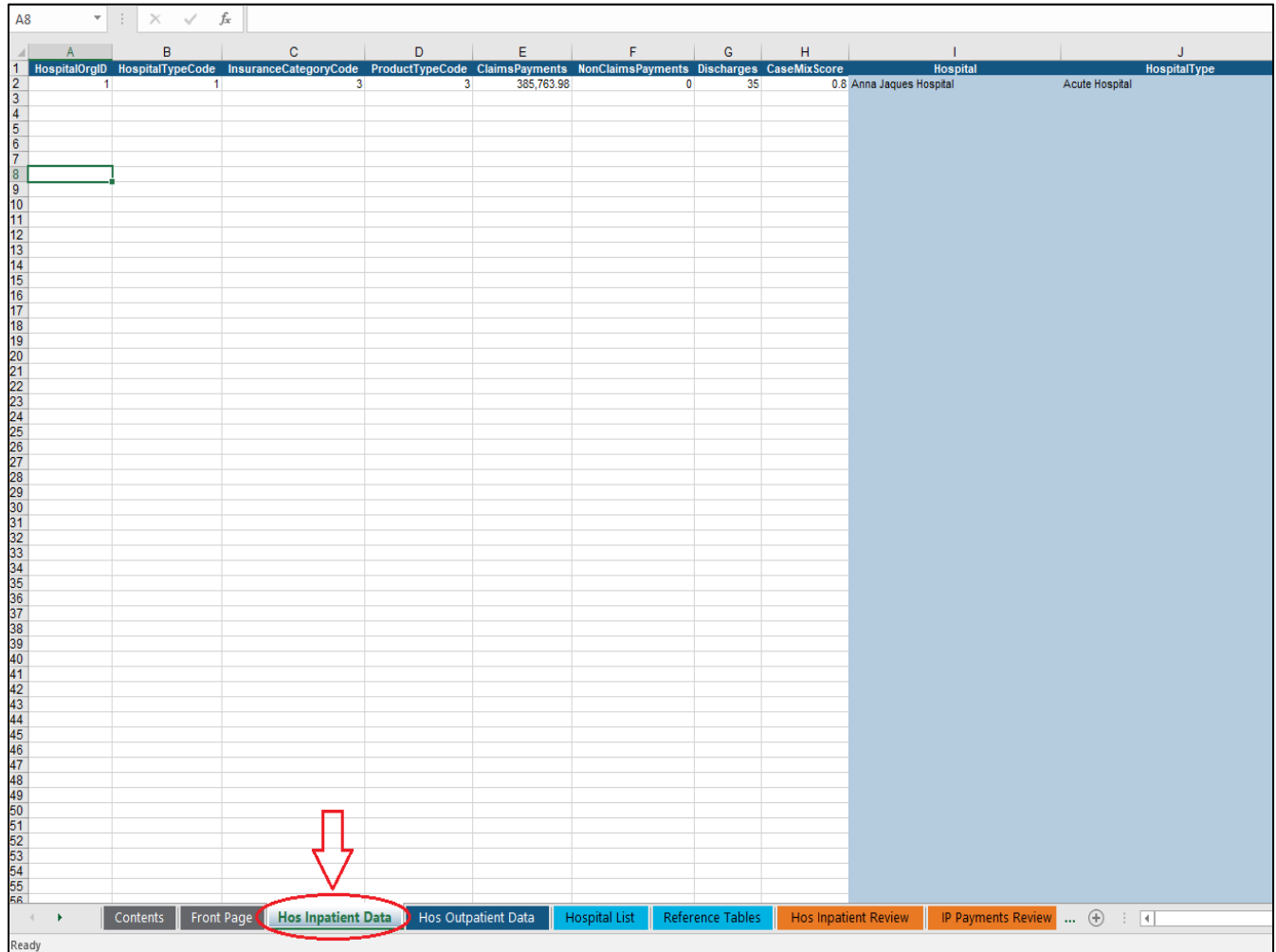
- a. Select the correct **Payer Name** for the organization submitting the data. This will automatically populate the **Payer OrgID** cell which is highlighted in yellow.
 - b. Enter the **Risk Tool and Version** used when preparing the data.
 - c. Input the current year that you are submitting the RP data for in the **Submission Year** cell.
 - d. Enter the calendar year that the data represents in the **Data Year** cell.
- Users must complete Table A.4 and Table A.5:
 - a. Table A.4 and Table A.5 are summarized tables that is generated once information is properly entered in the “HOS Inpatient Data” and “HOS Outpatient Data”
 - b. The last two columns in Tables A.4 and A.5 are entered manually by the data submitter
 - i. The **Hospitals** columns are a count of which providers are considered in-network or out-of-network
 - ii. The **Percent of Payments** columns are a percentage of what payments are considered in-network or out-of-network

Table A.4: In-Network Providers (Inpatient)								
Insurance Category	Product Type	Total Claims Payments	Total Non-Claims Payments	Number of Hospitals	Hospitals		Percent of Payments	
					In Network *	Out of Network *	In Network *	Out of Network *



2. Entering Hospital Inpatient RP Data

- Click on the “Hos Inpatient Data” tab located to the right of the “Front Page” tab.
- Users must enter data into columns A though H on the left side of the screen.
- Columns I though M (highlighted in blue) contain data checks for the inputted data. These cells are locked and will auto-populate when validating the entered data.



	A	B	C	D	E	F	G	H	I	J
1	HospitalOrgID	HospitalTypeCode	InsuranceCategoryCode	ProductTypeCode	ClaimsPayments	NonClaimsPayments	Discharges	CaseMixScore	Hospital	HospitalType
2	1	1	3	3	385,763.98	0	35	0.8	Anna Jaques Hospital	Acute Hospital
3										
4										
5										
6										
7										
8										
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Ready

Navigation Bar: Contents | Front Page | **Hos Inpatient Data** | Hos Outpatient Data | Hospital List | Reference Tables | Hos Inpatient Review | IP Payments Review | ...

- For details on the data fields to enter, please refer to the **Data Specification Manual**.
- User reference materials for certain fields are also included within the template on the tabs highlighted in light blue:
 - a. The Provider List is included on the “Hospital List” tab.
 - b. The Relative Price Reference Tables from the Data Specification Manual (for the Hospital Type, Insurance Category, Product Type, and Multiplier Indicator) are also included in the “Reference Tables” tab.

OrgID	Hospital Name	Type
1	Anna Jaques Hospital	Acute Hospital
2	Athol Memorial Hospital	Acute Hospital
5	Baystate Franklin Medical Center	Acute Hospital
4	Baystate Medical Center	Acute Hospital
106	Baystate Noble Hospital	Acute Hospital
139	Baystate Wing Hospital	Acute Hospital
6309	Berkshire Medical Center	Acute Hospital
98	Beth Israel Deaconess Hospital - Milton	Acute Hospital
53	Beth Israel Deaconess Hospital - Needham	Acute Hospital
79	Beth Israel Deaconess Hospital - Plymouth	Acute Hospital
8702	Beth Israel Deaconess Medical Center	Acute Hospital
46	Boston Children's Hospital	Acute Hospital
12661	Boston Children's Hospital - Suburban	Acute Hospital
12660	Boston Children's Hospital - Urban	Acute Hospital
3107	Boston Medical Center	Acute Hospital
59	Brigham and Women's Faulkner Hospital	Acute Hospital
22	Brigham and Women's Hospital	Acute Hospital
12665	Brigham and Women's Hospital - Suburban	Acute Hospital
12664	Brigham and Women's Hospital - Urban	Acute Hospital
3108	Cambridge Health Alliance	Acute Hospital
39	Cape Cod Hospital	Acute Hospital
50	Cooley Dickinson Hospital	Acute Hospital
51	Dana-Farber Cancer Institute	Acute Hospital
57	Emerson Hospital	Acute Hospital
8	Fairview Hospital	Acute Hospital
40	Falmouth Hospital	Acute Hospital
68	Harrington Memorial Hospital	Acute Hospital
14496	HealthAlliance-Clinton Hospital (formerly HealthAlliance Hospital)	Acute Hospital
73	Heywood Hospital	Acute Hospital
77	Holyoke Medical Center	Acute Hospital
6546	Lahey Hospital and Medical Center	Acute Hospital
83	Lawrence General Hospital	Acute Hospital
85	Lowell General Hospital	Acute Hospital
133	Marlborough Hospital	Acute Hospital
88	Martha's Vineyard Hospital	Acute Hospital
89	Massachusetts Eye and Ear Infirmary	Acute Hospital
91	Massachusetts General Hospital	Acute Hospital
12663	Massachusetts General Hospital - Suburban	Acute Hospital
12662	Massachusetts General Hospital - Urban	Acute Hospital
3111	MelroseWakefield Healthcare (formerly Hallmark Health)	Acute Hospital

Ready

Navigation tabs: Hos Outpatient Data, **Hospital List**, Reference Tables, Hos Inpatient Review, IP Payments Review, OP Payments Review, OP Multiplier Review

- After entering the inpatient data on the “HOS Inpatient Data” tab, return to the “Front Page” tab of the workbook and click on the **Inpatient Data Review** button. This will check all of the entered data within the “HOS Inpatient Data” tab and populate both the “HOS IP Review” and “HOS IP Payment Review” tabs.

Required Fields

Contact Name: *

Contact Email: *

Table A.1: File Overview

Payer OrgID *

Payer Name *

Hos Tool and Version *

Submission Year *

Data Year *

Inpatient Data Review

Outpatient Data Review

Table A.2: Data Checks

Hos Inpatient Data Tab: Please run Inpatient Data Review prior to submission.

Hos Outpatient Data Tab: Please run Outpatient Data Review prior to submission.

Hos Inpatient Review: Please run Inpatient Data Review prior to submission.

IP Payments Review: Please run Inpatient Data Review prior to submission.

OP Service Review: Please run Outpatient Data Review prior to submission.

Table A.3: Data Reviews Certifications

Data Tab

Acknowledgement

I acknowledge I have reviewed the Hos Inpatient Data tab.

I acknowledge I have reviewed the Hos Outpatient Data tab.

I acknowledge I have reviewed the Hos Inpatient Review tab.

I acknowledge I have reviewed the OP Payments Review tab.

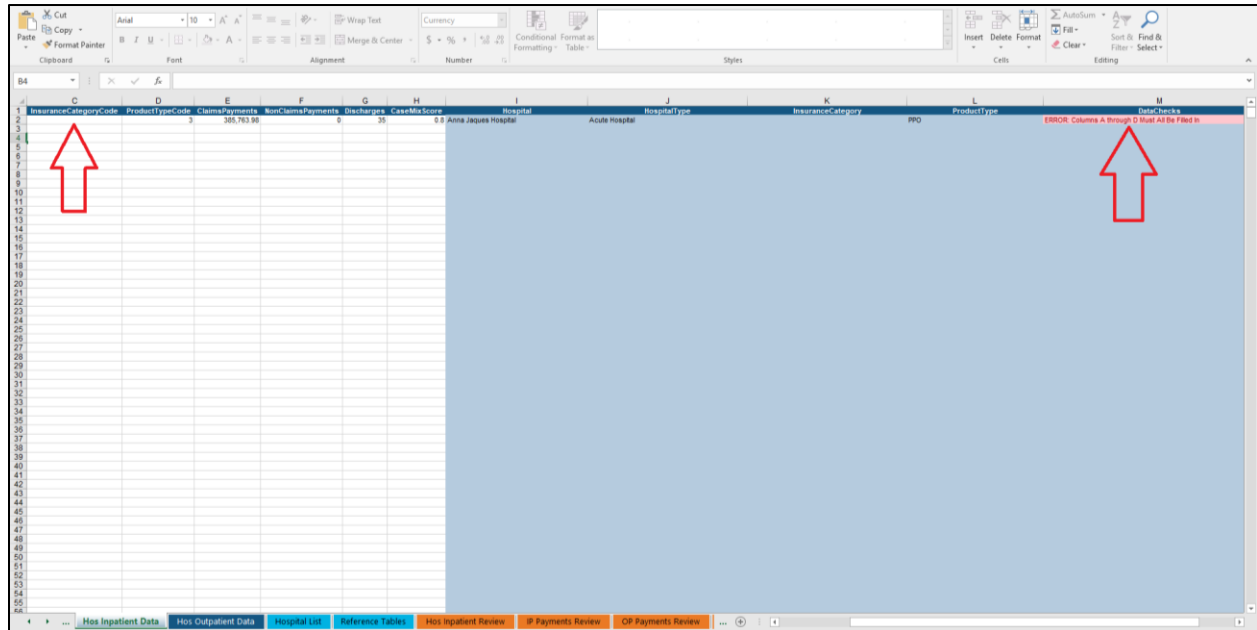
I acknowledge I have reviewed the OP Multiplier Review tab.

I acknowledge I have reviewed the OP Service Review tab.

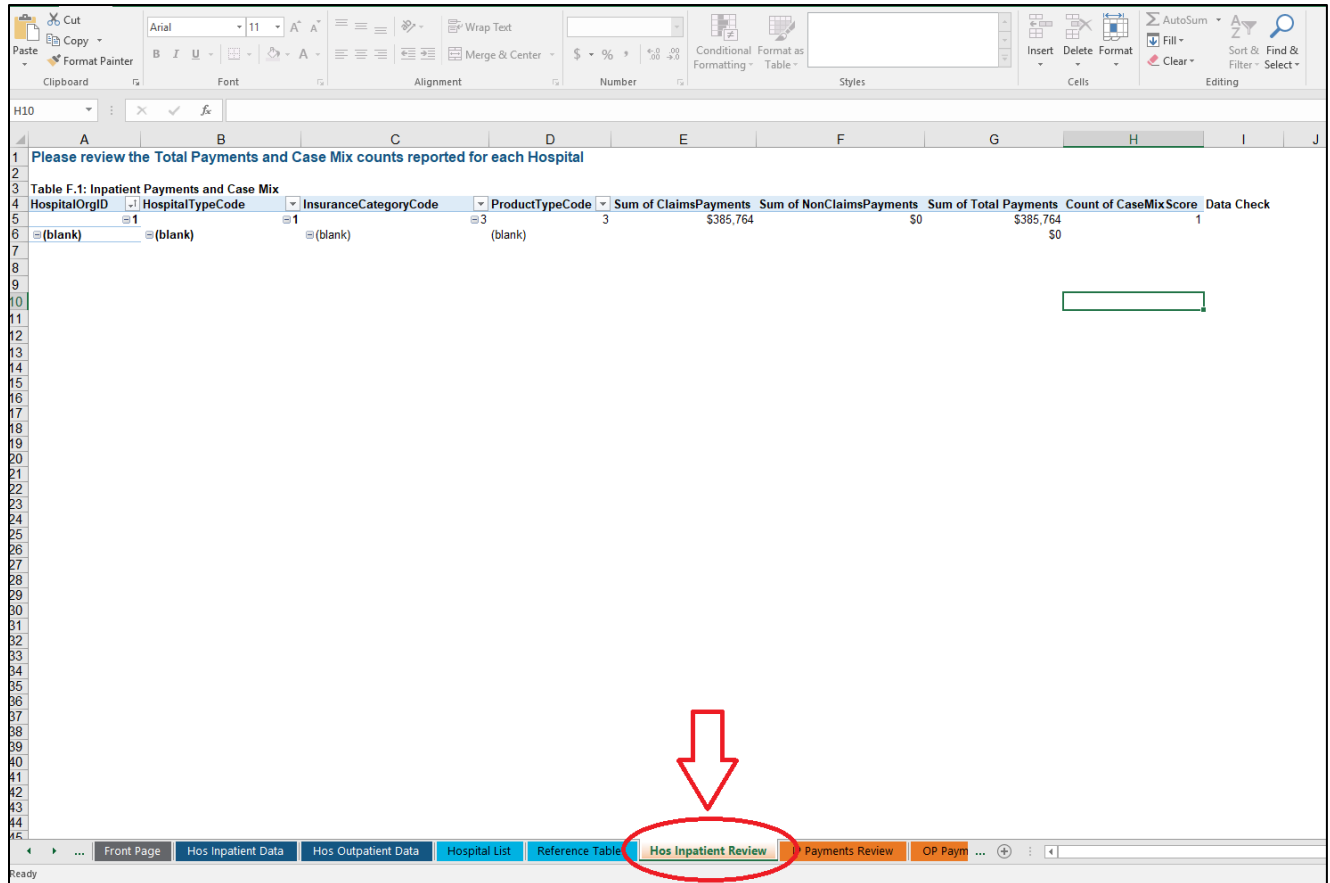
OP Comments

Additional Comments

- Return to the “HOS Inpatient Data” tab. Columns I through M will be populated with the results of the data validation. Any invalid data entered will trigger an error message to appear in the blue columns (see example below). Note: the **Inpatient Data Review** button must be clicked to apply the data checks to all of the entered data.



- Click on the “Hos IP Review” tab, this tab checks to ensure that only one line of data was entered for each Hospital/Hospital Type/Insurance Category/Product Type, and provides the payments entered for review. Once the “Hos IP Review” button on the “Front Page” tab is clicked, the data within the “Hos Inpatient Review” can be used by the data submitter to review their data prior to submission.



The screenshot displays an Excel spreadsheet with the following data:

Please review the Total Payments and Case Mix counts reported for each Hospital							
Table F.1: Inpatient Payments and Case Mix							
HospitalOrgID	HospitalTypeCode	InsuranceCategoryCode	ProductTypeCode	Sum of ClaimsPayments	Sum of NonClaimsPayments	Sum of Total Payments	Count of CaseMixScore
1	1	1	3	\$385,764	\$0	\$385,764	1
(blank)	(blank)	(blank)	(blank)				

The bottom navigation bar shows the following tabs: Front Page, Hos Inpatient Data, Hos Outpatient Data, Hospital List, Reference Table, **Hos Inpatient Review** (highlighted with a red circle and a red arrow), Payments Review, and OP Paym ...

- Click on the “HOS IP Payments Review” tab. This tab checks to ensure that acute hospitals with psych payments are reported as a subset of the total acute hospital payments, and also provides the payments entered for review.

Please review the Total Payments reported for each Hospital

Table G.1: Inpatient Payments by Hospital Type

HospitalOrgID	InsuranceCategoryCode	ProductTypeCode	HospitalTypeCode	Sum of Total Payments
(blank)	(blank)	(blank)	3	\$385,764
(blank)	(blank)	(blank)	3	\$0

Data Check

IP Payments Review

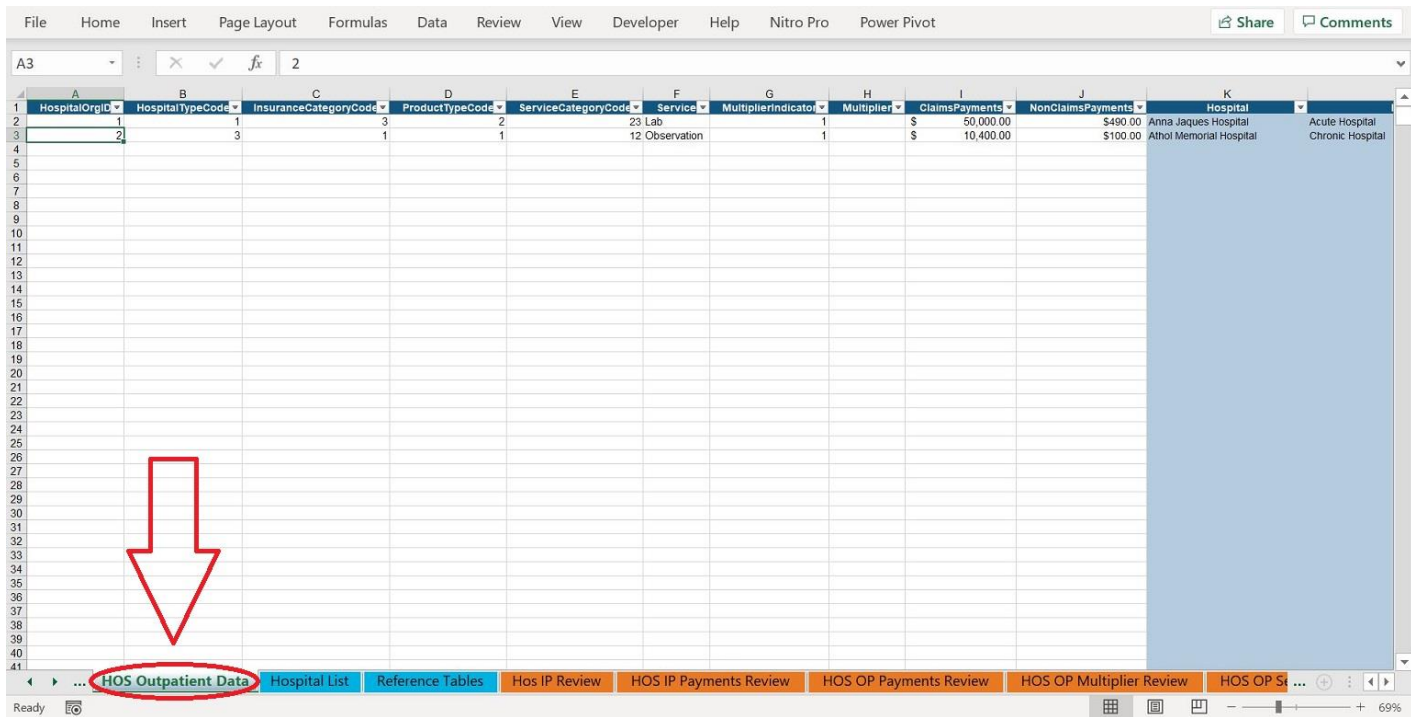
- Return to the “Front Page” tab after correcting any data issues flagged. Table A.2 will no longer be highlighted in yellow or red when the entered data has been validated.
- When the data has been validated, please fill out Table A.3 acknowledging that you have reviewed the data entered and it is correct. There is also space for data submitters to include any relevant comments.
- Fill out the **Hospitals** and **Percent of Payments** columns, these columns may not appear highlighted, but users will be capable of inputting their in-network and out-of-network information.

Table A.4: In-Network Providers (Inpatient)									
Insurance Category	Product Type	Total Claims Payments	Total Non-Claims Payments	Number of Hospitals	Hospitals		Percent of Payments		
					In Network	Out of Network	In Network	Out of Network	Out of Network

3. Entering Hospital Outpatient RP Data

***Please note that these instructions also work for the Physician Group and Other Provider data templates**

- Click on the “HOS Outpatient Data” tab located to the right of the “HOS Inpatient Data” tab.
- Users must enter data in columns A through J on the left side of the screen.
- The columns to the right highlighted in blue contain data checks for the inputted data. These cells are locked and will auto-populate when validating the entered data.



A	B	C	D	E	F	G	H	I	J	K	L
HospitalOrgId	HospitalTypeCode	InsuranceCategoryCode	ProductTypeCode	ServiceCategoryCode	Service	MultiplierIndicator	Multiplier	ClaimsPayments	NonClaimsPayments	Hospital	
1	1	1	3	2	23 Lab	1		\$ 50,000.00	\$490.00	Anna Jaques Hospital	Acute Hospital
2	2	3	1	1	12 Observation	1		\$ 10,400.00	\$100.00	Atthol Memorial Hospital	Chronic Hospital
3											
4											
5											
6											
7											
8											
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- For details on the data fields to enter, please refer to the Data Specification Manual.
- User reference materials for certain fields are also included within the template on the tabs highlighted in light blue:
 - a. The Provider List is included on the “Hospital List” tab.
 - b. The Relative Price Reference Tables from the Data Specification Manual (for the Hospital Type, Insurance Category, Product Type, Service Category Code, and Multiplier Indicator) are also included in the “Reference Tables” tab.

- Return to the “Front Page” tab and click on the **Outpatient Data Review** button:

The screenshot shows an Excel spreadsheet titled "Payer Reporting of Relative Price A. File Overview and Payer Verification". The "Front Page" tab is active. The "Outpatient Data Review" button is circled in red. The spreadsheet includes the following sections:

- Contact Information:** Contact Name, Contact Email, Payer OrgID, Payer Name, Risk Tool and Version, Submission Year, Data Year.
- Table A.1: File Overview:** Select Payer, Select Data Year.
- Table A.2: Data Reviews:** HOS Inpatient Data Tab, HOS Outpatient Data Tab, HOS Inpatient Review, HOS Outpatient Review, IP Payments Review, OP Service Review.
- Table A.3: Data Reviews Certifications:** Acknowledgement, Data Tab, I acknowledge I have reviewed the HOS Inpatient Data Tab, I acknowledge I have reviewed the HOS Outpatient Data Tab, I acknowledge I have reviewed the HOS Inpatient Review Tab, I acknowledge I have reviewed the HOS Outpatient Review Tab, I acknowledge I have reviewed the OP Payments Review Tab, I acknowledge I have reviewed the OP Service Review Tab, RPT Comments, Additional Comments.

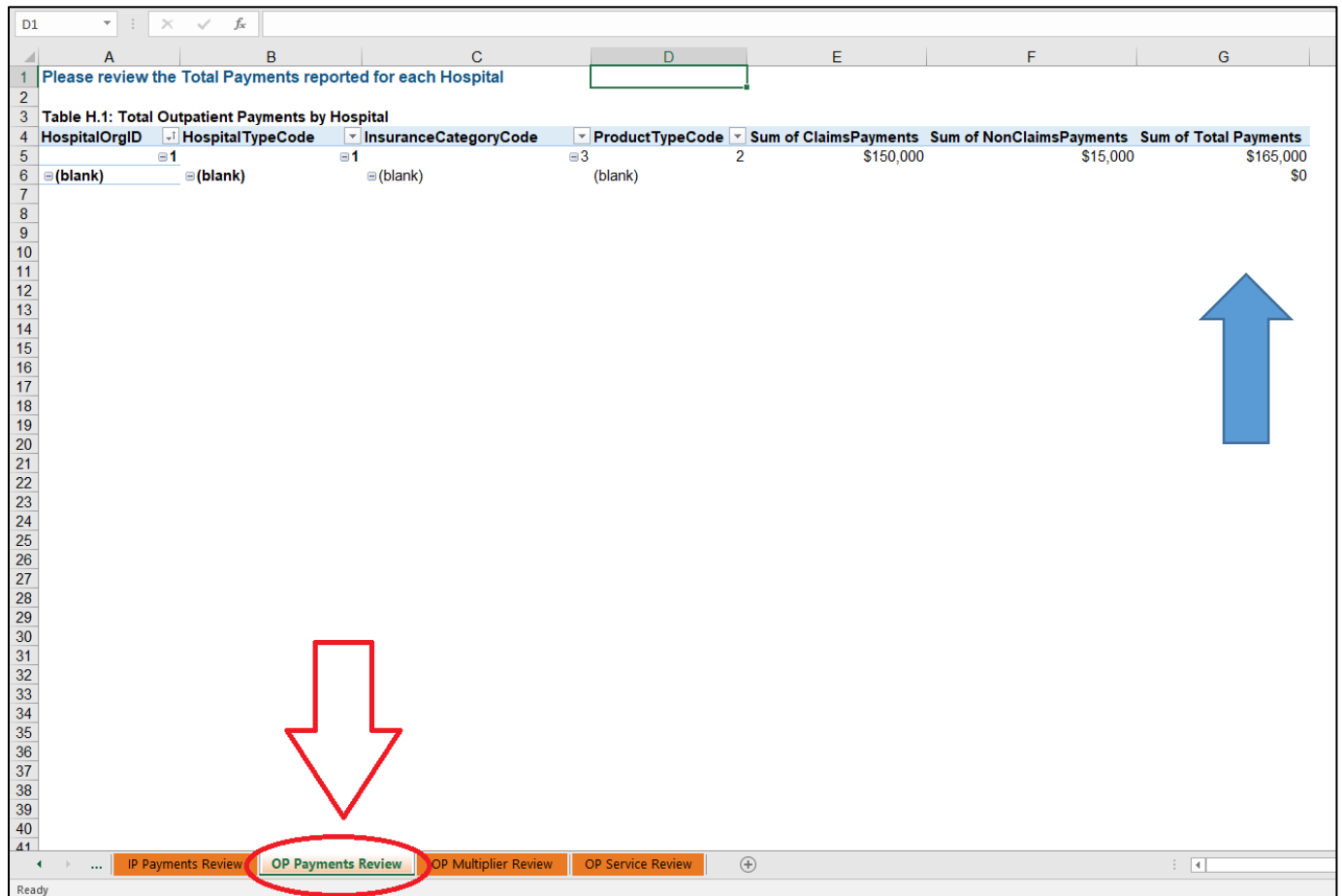
The bottom of the spreadsheet shows the following tabs: Contents, Front Page, HOS Inpatient Data, HOS Outpatient Data, Hospital List, Reference Tables, Hos IP Review, HOS IP Paymen...

- Return to the “HOS Inpatient Data” tab. Columns I through M will be populated with the results of the data validation. Any invalid data entered will trigger an error message to appear in the blue columns (see example below). Note: the **Outpatient Data Review** button must be clicked to apply the data checks to all of the entered data.
- Click on the “HOS OP Payments Review” tab, this tab shows the total payments entered for each unique Hospital/Hospital Type/Insurance Category/Product Type combination for review.

Please review the Total Payments reported for each Hospital

Table H.1: Total Outpatient Payments by Hospital

HospitalOrgID	HospitalTypeCode	InsuranceCategoryCode	ProductTypeCode	Sum of ClaimsPayments	Sum of NonClaimsPayments	Sum of Total Payments
(blank)	(blank)	(blank)	(blank)	2	\$150,000	\$15,000
						\$165,000
						\$0

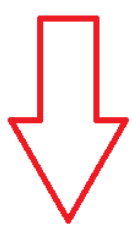


- Click on the “HOS OP Multiplier Review” tab. This includes the range of multipliers and payments entered for review.

Please review the Range of Multipliers reported for each Service Category

Table I.1: Summary of Multipliers by Service

HospitalTypeCode	InsuranceCategoryCode	ProductTypeCode	Service	Max of Multiplier	Min of Multiplier	Average of Multiplier
(blank)	(blank)	(blank)	2 Lab (blank)	1.5	1.5	1.5



Ready

- Click on the “OP Service Review” tab. This tab checks to ensure that only one multiplier was entered for each Hospital/Hospital Type/Insurance Category/Product Type/Service combination (i.e. only one line of data per unique combination).

Please review the Services reported for each Hospital

Table J.1: List of Services per Hospital

HospitalOrgID	HospitalTypeCode	InsuranceCategoryCode	ProductTypeCode	Service	Count of Multiplier	Data Review
1	1	1	3	2 Lab	1	
(blank)	(blank)	(blank)	(blank)	(blank)		

OP Payments Review OP Payments Review OP Multiplier Review OP Service Review

- Return to the “Front Page” tab. Table A.2 will no longer have cells highlighted in yellow or red when all the data has been validated.
- Fill out the remaining content on Table A.3 to confirm that you have reviewed the hospital outpatient data.
- Fill out the **Hospitals** and **Percent of Payments** columns to determine the count of providers and percent pf payments that are considered in-network or out-of-network

The screenshot shows the 'Front Page' tab of an Excel spreadsheet. The interface includes the standard Excel ribbon with tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Power Pivot. The worksheet area contains several tables and form fields. A 'Save Name Submission' button is visible. Below the main form area, there are tabs for 'Contents', 'Front Page', 'HOS Inpatient Data', 'HOS Outpatient Data', 'Hospital List', 'Reference Tables', 'Hos IP Review', and 'HOS IP Paymen'. Red arrows are drawn on the screen: one points to the 'Additional Comments' field at the bottom left, and four others point to the 'Acknowledgement' section of Table A.3, specifically the rows for 'Hos Inpatient Data', 'Hos Outpatient Data', 'OP Payments Review', and 'OP Service Review'.

Table A.5: In-Network Providers (Outpatient)								
Insurance Category	Product Type	Total Claims Payments	Total Non-Claims Payments	Number of Hospitals	Hospitals		Percent of Payments	
					In Network *	Out of Network *	In Network *	Out of Network *

4. Submitting the Data

***Please note that these instructions also work for the Physician Group and Other Provider data templates**

- Click on the “Save & Name Submission” button located to the right of the “Front Page” tab.
- If errors are identified in the data, users will not be allowed to save the file until errors are corrected.
- If all data is validated by the data checks, users will be prompted to save the file in the required file name. **IMPORTANT:** In order for the file to be accepted by the CHIA Submissions upload, it MUST be in the file name generated by the “Save & Name Submission” button.

The screenshot shows a Microsoft Excel spreadsheet with the following structure:

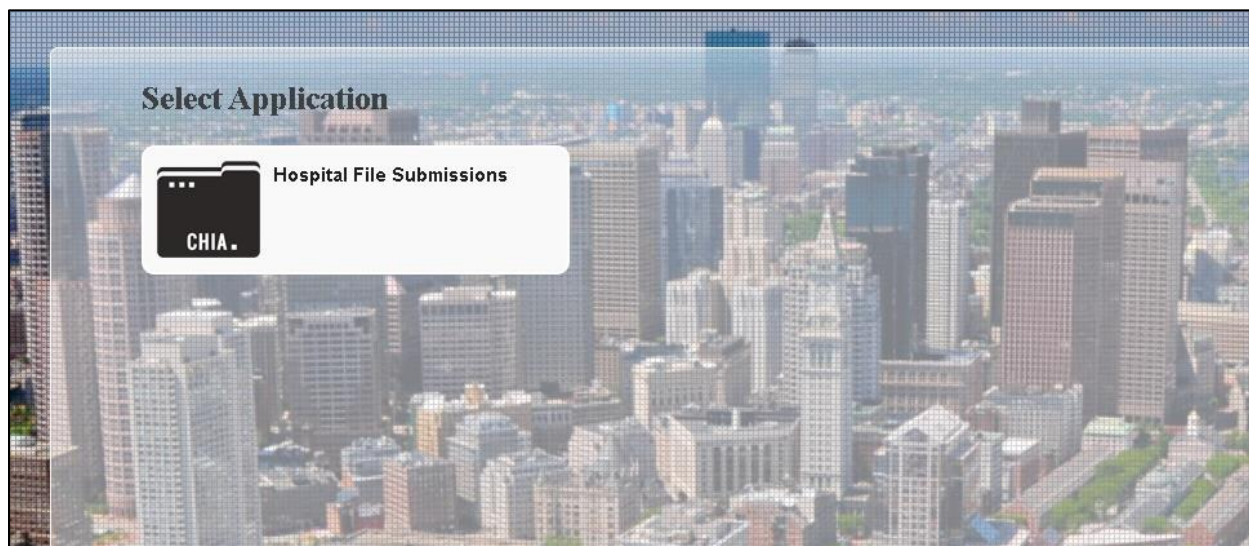
- Top Section:** Contains fields for 'Contact Name', 'Contact Email', 'Payer OrgID', 'Payer Name', 'Data File and Version', 'Submission Year', and 'Data Year'. A 'Save & Name Submission' button is highlighted with a red box.
- Table A.1: File Overview:** A table with columns for 'Table A.1: File Overview' and 'Select Page'.
- Table A.2: Data Checks:** A table with columns for 'Table A.2: Data Checks' and 'Please run [Inpatient/Outpatient] Data Review prior to submission'.
- Table A.3: Data Reviews Certifications:** A table with columns for 'Table A.3: Data Reviews Certifications' and 'Acknowledgement'.
- Bottom Section:** A tab bar with tabs for 'Contents', 'Front Page', 'HOS Inpatient Data', 'HOS Outpatient Data', 'Hospital List', 'Reference Tables', 'Hos IP Review', and 'HOS IP Paymen'.

- After saving the file, go to <https://chiasubmissions.chia.state.ma.us> to access the CHIA Submissions data submission platform. **NOTE:** CHIA Submissions operates best in Google Chrome
- Users will be prompted to log in. Returning RP data submitters can use the same credentials that were previously used to access INET. New users must register for access. For more information, visit [CHIA's "Information for Data Submitters" web page](#).

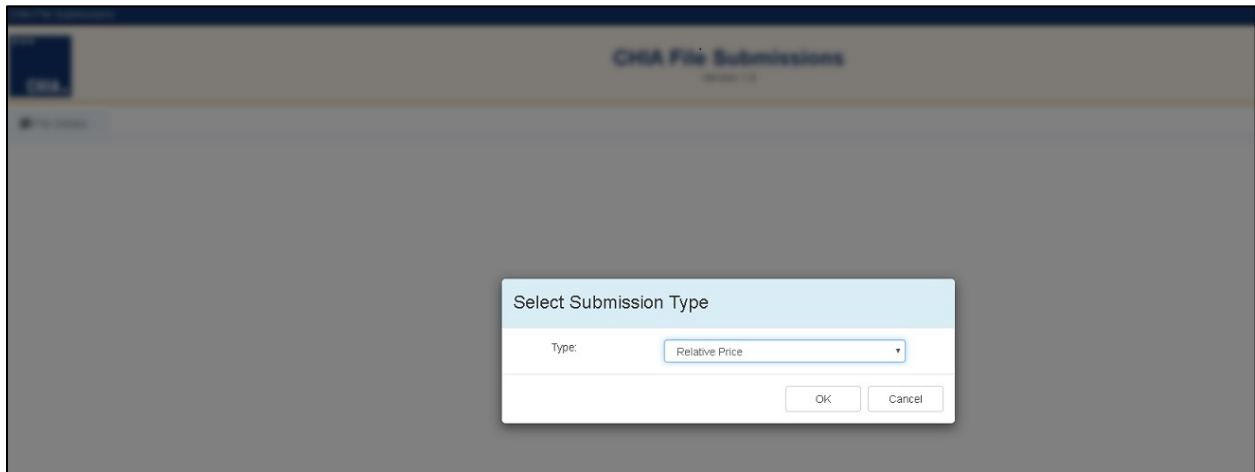


The screenshot displays the CHIA Application Single Sign On interface. The left side features a large, stylized graphic with the text "CHIA." in a dark blue, rounded font, set against a background of overlapping blue and brown curved shapes. The right side is a light beige panel containing the login form. At the top of this panel, a small disclaimer states: "This is a subscription site and requires registration with the Center for Health Information and Analysis prior to using this site." Below this is the CHIA logo, which consists of three small squares above the text "CHIA.". The login form includes fields for "Username" and "Password", a "Remember Me" checkbox, and a "Forgot Password?" link. A prominent "Login" button with a blue-to-purple gradient is positioned below these fields. At the bottom of the form, a note provides contact information for technical issues: "If you have any questions or technical issues, please contact the Center for Health Information and Analysis' Help Desk. Email: CHIA-DL-Data-Submitter-HelpDesk@MassMail.State.MA.US".

- After logging in, select the File Submissions Application
- Note: Most users will only have one Application, however some users may have access to multiple Applications if the user is responsible for uploading multiple data submissions to CHIA.



- Users will be prompted to select a Submission Type. Please select “Relative Price” from the dropdown menu.



- On the File Submissions page, users can upload a file on the right side of the page.
 - Click the “Browse” button and select the RP file in the correct file name structure.
 - After selecting the file, click the “Save and Upload” button on the top right corner.
- Files that have been submitted will be shown on the left side of the screen.

The screenshot displays the 'CHIA File Submissions' web application. The interface includes a header with the CHIA logo and navigation links. The main content area is divided into two sections: 'File Details' on the left and 'Relative Price' on the right. The 'Relative Price' section contains a table with columns for 'File Name' and 'Last Submitted'. To the right of the table is a 'Select a File to Upload' section with a 'Fiscal Year' dropdown set to '2020' and a 'Filename' input field. Two red boxes highlight the 'Hospital Name' label and the 'Browse...' button. A 'Save and Upload' button is also visible in the top right corner of the form area.